

## Information Technology Department

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### 1.0 Revision History

Version	Date	Author(s)	Change Description
1.0	10/17/2017	Lane Blanchard	Initial document draft
1.1	12/15/2018	Lane Blanchard	NONE
1.2	11/05/2019	Lan e Blanchard	None
1.3	01/15/2021	Lane Blanchard	Added link to UF Data Security Standard and to UF Data Classification Policy and UF Monitoring of IT Resources
1.4	04/04/2023	Lane Blanchard	None

### 2.0 Policy Approval

Name of Approver: Shaima Coffey

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Title of Approver: ISA and Executive Director

Approval Date: ?

### 3.0 Purpose

Electronic e-mail has become pervasive in almost all industry verticals and is often the primary communication and awareness method within an organization. Misuse of e-mail can pose many legal, privacy and security risks, thus, it is important for users to understand the appropriate use of electronic communications.

The purpose of this e-mail policy is to ensure the proper use of UF University of Florida e-mail system and make users aware of what College of Pharmacy deems as acceptable and unacceptable use of its e-mail system. This policy outlines the minimum requirements for use of e-mail within UF Network.

### 4.0 Policy Details

- 4.1 All use of e-mail must be consistent with College of Pharmacy policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
- 4.2 All UF College of Pharmacy e-mail accounts are to be used for University or College of Pharmacy business-related purposes only.
- 4.3 All UF College of Pharmacy data contained within an e-mail message or an attachment will be secured according to the ***IT-SEC-0008.001 Data Security Standard*** [LINK](#).
- 4.4 E-mail that is identified as a College of Pharmacy business record or classified as a public record by Florida Sunshine Law must be retained according to ***IT-GEN-0003 Record Retention Policy*** . E-mail is a UF College of Pharmacy business record if there exists a legitimate and ongoing business reason to preserve the information contained in the e-mail.
- 4.5 The UF College of Pharmacy e-mail system shall not be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any e-mail with this content from any UF College of Pharmacy employee should report the matter to their supervisor immediately.
- 4.6 Users are prohibited from automatically forwarding UF College of Pharmacy e-mail to a third party e-mail system (noted in 4.8 below). Individual messages forwarded by a user, must not contain UF College of Pharmacy sensitive or restricted information, as defined in ***IT-SEC-0008 Data Classification Policy*** [LINK](#)

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- 4.7 Users are prohibited from using third-party e-mail systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct UF College of Pharmacy business, to create or memorialize any binding transactions, or to store or retain e-mail on behalf of UF College of Pharmacy Such communications and transactions should be conducted through proper channels using UF College of Pharmacy -approved documentation.
- 4.8 UF College of Pharmacy employees shall have no expectation of privacy in anything they store, send or receive on the business e-mail system.
- 4.9 The UF College of Pharmacy may monitor messages without prior notice, and is defined by the policy ***UF IT Security Monitoring of UF Information Technology Resources and Retrieval of Communications***. [LINK](#)

## 5.0 Policy Compliance

### 5.1 Compliance Management

The UF College of Pharmacy Information Security Manager (ISM), or their designee, will verify compliance to this policy through various methods, including but not limited to, periodic walk-thru inspections, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner and privacy committee.

### 5.2 Exceptions

The UF College of Pharmacy Information Security Manager (ISM) or their designee must approve any exception to the policy in advance.

### 5.3 Non-Compliance

An employee found to have violated this policy would be subject to disciplinary action, up to and including termination of employment.

## 6.0 Policy Scope

This policy covers appropriate use of any e-mail sent from a (College of Pharmacy) e-mail address and applies to all employees, vendors, and agents operating on behalf of UF College of Pharmacy.

## 7.0 Related Policies

- ***IT-GEN-0003 Record Retention Policy***
- ***IT-SEC-0008 Data Classification Policy*** [LINK](#)

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- *IT-SEC-0008.001 Data Security Standard* [LINK](#)
- *UF IT Security Monitoring of UF Information Technology Resources and Retrieval of Communications* [LINK](#)

### 8.0 Definitions

**UF COLLEGE OF PHARMACY Network**            The UF College of Pharmacy Network consists of any entities network that provides access to UF College of Pharmacy resources. This would include the University of Florida's network, as well as, personal network resources utilized to access UF College of Pharmacy resources.

**UF COLLEGE OF PHARMACY E-mail**            The e-mail address(es) provided to each employee, vendor, or agent as part of their affiliation with the UF College of Pharmacy. While the e-mail system may be provided by a different entity, the UF College of Pharmacy still has primary responsibility for defining acceptable use and standards for its constituents.

### 9.0 Supporting Information

No additional supporting information was provided.